

Office of Financial Institutions
RETENTION AND PROTECTION OF SCANNED DOCUMENTS

I. Purpose:

To establish a policy to ensure that employees of the Office of Financial Institutions (OFI) protect scanned documents in the same manner as they would paper documents.

II. Policy:

Scanning a paper document does not remove or replace the record retention requirements of said paper document. OFI employees must protect scanned documents in the same manner as they would paper documents as it relates to records retention and protection of confidential information.

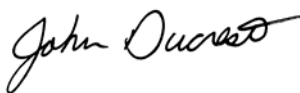
III. Scope:

Any district office scanning documents will maintain compliance with the Record Retentions Schedule approved by the State Archives and Statute 6:103, Records of the Office of Financial Institutions.

Scanned paper documents containing non-public or confidential information should be protected as described in the Protection and Use of Computer Assets and Information Policy. If a scanned document contains non-public or confidential information and the scanned document is shared through an unsecure email connection, other than addresses with the extensions @ofi.louisiana.gov or @fdic.gov, or other secure means such as Zix or FDICconnect, the document should be encrypted at a minimum of 128-bit and password protected.

IV. Responsibilities:

It is the responsibility of the district office manager to ensure scanned documents adhere to the Record Retention Schedule and Statute R.S. 6:103 already established with State Archives, as well as OFI's Protection and Use of Computer Assets and Information Policy. The district office manager will periodically verify compliance with this policy.

APPROVED BY:

John Ducrest, CPA
Commissioner

May 12, 2008

Date